

New Residence Life Staff 2021-2022 Application Information

Dear Residence Life Staff Applicant,

Thank you for your interest in the Resident Assistant (RA) or Summer Housing Assistant (SHA) positions. We are excited that you are exploring this opportunity! Being a member of the Residence Life staff provides you with the opportunity to develop valuable leadership and communication skills, build a welcoming and inclusive environment within the residential community, manage critical incidents, and work with a diverse team of students and staff.

We believe that Residence Life staff members are some of the most important student leaders within the Conservatory. Because of this, we select individuals whose skills, interests, and experiences are best suited for these enjoyable and demanding positions. It is our hope that you will find the application process to be an opportunity to learn more about yourself and about Residence Life.

With the unpredictability of the COVID-19 global pandemic, it is expected that if the Residence Hall must close during the academic year, the RA staff will continue their roles and responsibilities virtually from off campus. On-going social interactions and engagement would be conducted virtually via Microsoft Teams, Zoom, social media, or other electronic means supported by Student Services and the Conservatory. RA expectations and compensation will be reassessed and adjusted as needed after the closing of the Residence Hall. Further, for those interested in the SHA position, we will only be accepting applications at this time. More details and updates regarding SHA recruitment and selection will be shared over time.

The application process includes completing all of the following steps:

- **Attend one Residence Life Staff info session:** It is highly encouraged that you attend one (1) info session. Info sessions are scheduled to be held virtually on Zoom. Please refer to the timeline for a list of dates and times.

Complete and submit the following via email:

- **Application:** The application is available online: <http://necmusic.edu/residence-life-staff-selection>. Applications should be submitted as an attached PDF via email to steven.sweat@necmusic.edu. Only electronic submissions will be accepted. After submitting your application, you will receive a confirmation email. Priority review is reserved for completed applications submitted by the priority deadline of **Friday, February 12, 2021 at 11:59pm ET**. However, applications will continue to be accepted.
- **Two Recommendations:** All applicants must ask two people to complete recommendation forms which are also available online <http://necmusic.edu/residence-life-staff-selection>. One recommendation should be from a New England Conservatory staff or faculty member. Family members and other students, including current Resident Assistants, should not submit recommendations on your behalf.
- **Cover Letter & Resume (OPTIONAL):** Please provide a current resume and cover letter. Your cover letter should highlight why you are interested in the position and what skills you have to offer. Your resume should include current and up-to-date information about your previous job and volunteer experience and extracurricular activities that may help you in this position. Visit Entrepreneurial Musicianship if you need assistance with resume-building and your cover letter: <https://necmusic.edu/em>.

Attend an individual interview: Selected applicants will be offered an individual interview. Individual interviews will take place in February 2021. Interviews will last approximately 30 minutes. Attire is business casual.

Again, I would like to thank you for your interest in working with Residence Life. If you have questions or concerns, please feel free to contact me via email at steven.sweat@necmusic.edu.

Sincerely,
Steven C. Sweat
Director of Residence Life and Housing

Residence Life Staff Application Timeline 2021-2022

DATES/TIMES SUBJECT TO CHANGE!!!

Date	Action
Monday, February 1, 2021	Applications available online: http://necmusic.edu/residence-life-staff-selection
<i>All applicants must attend one of the following info sessions. Info sessions will last approximately one hour.</i>	
Wednesday, February 3, 2021	Info Session – Zoom – 9:30am ET
Thursday, February 4, 2021	Info Session – Zoom – 5:30pm ET
Friday, February 5, 2021	Info Session – Zoom – 1:00pm ET
<i>Completed applications must be submitted via email to Steven C. Sweat at steven.sweat@necmusic.edu. Priority review is reserved for completed applications submitted by the priority deadline. However, applications will continue to be accepted.</i>	
Monday, February 8, 2021 – Friday, February 19, 2021	Individual Interviews <ul style="list-style-type: none"> • Time to be determined based on candidates' schedule. • All interviews will take place virtually on Zoom. • Please wear business casual attire.
Priority Deadline: Friday, February 12, 2021	A completed application must include the following: <ul style="list-style-type: none"> • Completed application sheet • Two complete recommendations (Your recommender should send your completed recommendation form directly to the Director of Residence Life and Housing via email.) • Cover letter and resume (Optional) <i>*Application materials can be submitted separately. Only applicants who submit all required materials on time will be considered.</i>
By Friday, February 26, 2021	Position Offer Letters sent to successful candidates via email.
Wednesday, March 3, 2021	Acceptance forms, signed position contract, and any additional documentation are due by 3:00pm ET.
Wednesday, March 17, 2021	2021-2022 Residence Life Staff Virtual Social <ul style="list-style-type: none"> • 6:00-7:30pm • Zoom
Summer Housing Assistants: Late May 2021 (Tentative)	Training begins at 9:00am. Daily training schedule includes evening training sessions. Staff may not work at another job during this time and must be available for all of training.
Resident Assistants: Monday, August 23, 2021	RAs must also be available for New Student Move-In and Returning Student Move-In.

Please contact Steven C. Sweat, Director of Residence Life and Housing, via email at steven.sweat@necmusic.edu if you have any questions.